



JobSeeker Community Agency Van Support Program

Background

The Puget Sound region was awarded a Jobs Access and Reverse Commute grant from the Federal Transit Administration in the amount of \$1.9 million. King County Metro received \$740,500 from this grant to provide transportation for low-income and welfare populations. The grant provides support for a van program for select community agencies, an employer van demonstration, a ridematch program, a regional transit and ridematch information program and evaluation.

Through the JobSeeker Van Lease program, Metro provides low cost leased vehicles to agencies involved in welfare reform. However, many community based organizations already own vehicles.

The JobSeeker Community Agency Van Support Program seeks to develop partnerships between community-based organizations *with vans and those without* to provide transportation for low-income and welfare populations transitioning into the workforce.

Van Support Program Objective:

The primary objective of the County's JobSeeker Community Agency Van Support Program is to provide assistance for community-based organizations (CBOs) that provide transportation for low-income and welfare clients who are transitioning into the workforce.

Under the program, the County will provide operational support for vans owned and operated by community agencies. In return for the operational support, the agency should provide trips to another community agency involved in welfare reform whose clients need transportation to training, job seeking activities or employment.

The program should target clients or program needs identified by agencies such as the Department of Social and Health Services, Employment Security Department, the Seattle-King County Private Industry Council, Seattle Jobs Initiative, King County Jobs Initiative, Seattle Housing Authority or King County Housing Authority.

The intent of the program is to provide new job access, employment or training trips for low-income and welfare clients beyond what an agency already provides. An organization must demonstrate that these are additional trips for low income and that they are partnering with a provider agency to provide transportation support for their clients. Some trip examples might be: shift trips outside the current agency normal operating hours; specialized training trips; child trips not currently provided; or emergency ride to/from work trips.

Program Outline:

King County Metro will contract with CBOs for certain reimbursable operational expenses. A maximum amount of \$5,000 from Jobs Access funds may be authorized in an agreement with an agency.

The agreement will be allowable expenses pursuant to the Federal Transit Administration guidelines and County requirements. Allowable expenses include but are not limited to the following:

- Fuel
- Maintenance expenses on vans
- Automobile insurance
- Training costs for new drivers
- Child/infant seats
- Salaries/benefits for staff time for record keeping, reporting and project administration

CBOs under contract will be expected to partner with other community-based organizations identified by target agencies and provide their clients with a certain number of trips. The expectation is that agencies with vehicles will provide trips to low-income clients of agencies that do not have vehicles. Community-based organizations are expected to provide their own vehicles and operators. They must also carry the appropriate insurance and agree to indemnify the County as specified. Operators may be subject to specific federal or local requirements to drive the vans. CBOs are expected to provide a 50% cash match as required by the Federal Transit Administration. Cash match may include funding support from target social service agencies. Federal funds other than those from the U.S. Department of Transportation may be used for match.

CBOs will be required to maintain trip logs and other records as specified by the County. They will also be responsible for providing quarterly information for the County's reports to the Federal Transit Administration and to assist the County in evaluation of the program.

King County Metro Transit
Job Seeker Community Van Operational Support Proposal

Note: Proposals should not exceed 6 pages in length.

Sponsoring Target Agency(s): _____
(Dept. of Social and Health Services, Employment Security Department, King County Jobs Initiative, Seattle Jobs Initiative, Seattle-King County Private Industry Council, Seattle Housing Authority, King County Housing Authority, Community or Technical College)

Contact person in Sponsoring Agency: _____
Phone: _____ FAX: _____ e-mail: _____

Describe Support from Sponsoring Agency: (i.e. financial, insurance, general support etc.)

Applicant

Community Based Organization: _____
(Your Agency Name)

Address: _____ City: _____ Zip _____

Primary Contact: _____
Phone: _____ FAX: _____ e-mail: _____

Partner Community Based Organization: _____
(Name of Agency that You Will Provide Trips

To)
Address: _____ City: _____ Zip _____

Primary Contact: _____
Phone: _____ FAX: _____ e-mail: _____

Program Description

1. Describe how your van will be used to provide additional transportation for low-income and TANF clients to work or training beyond what your agency currently provides. For example, describe how your vehicle will serve a community agency, housing authority site, a one-stop, a WorkFirst, SJI, KCJI, PIC or community/technical college training program for low-income persons. Describe the type of new trips that will be provided and estimate the number of additional trips per month that you will provide with your van.
2. Describe need for the operational support and the type of operational support sought? What transportation barriers to employment or training opportunities for low-income and TANF populations will be addressed?

3. Describe any *transportation* coordination plans between your agency program and other agency programs serving low-income and welfare populations that will result in more efficient use of the vehicle.
 - *how coordinated with target agency* - *how coordinated with other community based organizations*
4. Describe efforts that the partner agency will make to transition their clients into regular public transportation i.e. transit, vanpools during the course of the project.

Legal, Financial and Risk Capabilities

5. Provide documentation that your organization is legally constituted in Washington State and has legal ability to execute a contract with King County.
6. Describe financial ability to provide matching operational costs i.e., fuel, insurance etc. (*The Federal Transit Administration grant requires a 50% cash match.*) Describe your agency's ability or agreements under way with target agency(s) or funding support.
7. Your organization will need to meet the following insurance and driver requirements:

Insurance requirements:

General liability coverage at a limit of \$1,000,000 per occurrence, \$2,000,000 aggregate

Employer liability or "stop gap" coverage of \$1,000,000

Automobile liability of \$ 1,000,000 combined single limit per accident; underinsured/uninsured motorist coverage including property damage at a limit of \$1,000,000; medical payments coverage at a limit of \$5,000 each person.

General liability and automobile liability policies must name King County as additional insured, and the Agency shall indemnify the County.

Agency shall provide workers compensation coverage as required by Washington statute.

Agency shall provide certificates of insurance and endorsements as evidence of coverage.

Driver Requirements:

Drivers shall be properly licensed by the state of Washington

Vehicle Requirements:

Vehicles shall be maintained in good condition and in accordance with manufacturer's specifications.

Application Process

Complete form and send to: Hoa Mai or Bob Flor
King County Department of Transportation – Metro Transit
Exchange Building MS/EXC-TR-1880
821 – 2nd Avenue
Seattle, Washington 98104

OR FAX to: (206) 684-2058 or (206) 684-2166
OR e-mail to: hoa.mai@metrokc.gov
bob.flor@metrokc.gov

Further information call: (206) 684-1611 or (206) 684-2166

Target Agency Contacts

The following are key target agency contacts for the Jobs Access Program. These individuals may be contacted to help arrange partnerships with other community-based agencies that are providing services to low-income and welfare populations.

<u>Contact</u>	<u>Target Agency</u>	<u>Phone</u>
Rick Krauss	DSHS – WorkFirst	(206) 298-4443
David Hauser	DSHS – WorkFirst	(206) 298-4400
Lola Barkley	Employment Security Department	(206) 720-3403
Steve Hurd	Seattle-King County PIC	(206) 448-0474
Judy Summerfield	Seattle Jobs Initiative	(206) 628-6979
Carolyn Bledsoe	King County Jobs Initiative	(206) 296-3432
Wendy Morgan	King County Housing Authority	(235)639-3467
Sharon Im-Lee	Seattle Housing Authority	(206) 721-6395
LeRoy Drack	Community/Technical Colleges	(206) 587-4950

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